

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA
& BY ELECTRONIC MEANS (GOTO MEETING)

February 16, 2021
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Julie Asmus, Michael O'Brien, Thomas Butterfield, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen. Present 9, Absent 0.

Also present were City Administrator Brian Gramentz, Police Chief Jim Felt, Finance Director Steve Okins, Planning and Development Director David Ramstad, Human Resource Director Samantha Beckman, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Fagerlie moved to approve the agenda, as presented. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of February 1, 2021
- B. Willmar Municipal Utilities Commission Minutes of February 8, 2021
- C. Accounts Payable Report of January 28 – February 10, 2021
- ~~D. Public Works/Safety Minutes of February 4, 2021~~
 - ~~1. Resolution Accepting Project No. 2001-E (Sanitary Sewer Connection to 7th Avenue NW) and Authorizing Final Payment~~
 - ~~2. Resolution Approving Purchase of Two International Trucks off State Bid for Public Works Department~~
 - ~~3. Resolution Approving Purchase of 2021 Silverado Pickup for Fire Department with Additional Equipment~~
- E. Finance Committee Minutes of February 4, 2021
- F. Community Development Committee Minutes of February 8, 2021
 - ~~1. Consideration of Authorizing Planning Commission to Form the Comprehensive Plan Work Group for Development of Willmar's 2040 Comprehensive Plan~~
- G. Labor Relations Minutes of February 9, 2021
- H. Police Commission Minutes of October 1, 2020
- I. Willmar Area Convention and Visitors Bureau Minutes of December 15, 2020
- J. Building Report for the Month of January, 2021
- K. Invest in Willmar Board Minutes of January 13, 2021

Council Member Fagerlie offered a motion to introduce **Resolution No. 2021-033 Approving Consent Agenda Items**. Council Member Plowman asked that Items D.1.2.3. be removed for discussion. Council Member Fagerlie asked that Item F.1. be removed for discussion. Council Member Asmus seconded the motion to approve the consent agenda, with the removal of Items D.1.2.3. and F.1., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Plowman gave a brief overview of Item D.1. noting the final payment is in the amount of \$12,409.36 to Land Pride Construction, LLC.; Item D.2. noting the purchase price of the dump trucks is \$199,954 from North Central International, and the snow removal equipment in the amount of \$189,184 from Towmaster Inc., for a total amount of \$389,138; Item D.3. noting the purchase price of the pickup is \$33,039 plus tax and title, with additional equipment not to exceed \$20,000 from Schwieters Chevrolet.

Council Member Plowman offered a motion to approve Items D.1. 2. and 3. and introduced the following: **Resolution No. 2021-034 Approving Public Works/Safety Committee Items. Resolution No. 2021-035 Accepting Project No. 2001-E and Authorizing Final Payment. Resolution No. 2021-036 Approving the Purchase of Two International Trucks with Snow Removal Equipment in the Amount of \$389,138. Resolution No. 2021-037 Approving the Purchase of a 2021 Chevrolet Silverado Pickup from Schwieters Chevrolet of Willmar for the Amount of \$33,039.00 Plus Tax and Title and Additional Equipment Not to Exceed the Amount of \$20,000.00.** Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Council Member Fagerlie informed the Mayor and Council the Planning Commission is interested in forming a comprehensive plan work group for the development of Willmar's 2040 Comprehensive Plan and is looking for interested individuals to serve. Individuals interested in serving on this work group should contact the Planning and Development Services department.

Council Member Fagerlie offered a motion to approve Item F.1. and introduced **Resolution No. 2021-038 Authorize Planning Commission to Form the Comprehensive Plan Work Group for the Development of Willmar's 2040 Comprehensive Plan.** Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Police Chief Felt presented a request to approve the proposed job description and funding for a Forensic Analyst position within the Police Department. It was noted this was approved by the Labor Relations Committee at their February 9, 2021 meeting.

Following a lengthy discussion, **Resolution No. 2021-039 Approve Job Description and Funding for Forensic Analyst Position in 2021** was introduced by Council Member O'Brien. Council Member Davis seconded the motion which carried, on a roll call vote of Ayes 7, Noes 1. Council Member Butterfield voted "no".

Human Resource Director Beckman and BakerTilly representative Patty Heminover presented a request to approve the updated City Administrator search brochure.

Following discussion, **Resolution No. 2021-040 Approve City Administrator Search Brochure** was introduced by Council Member Plowman. Council Member Ask seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Council Member O'Brien brought to the Council's attention, included in the Municipal Utilities Commission minutes approved with the consent agenda was the demolition of the old power plant. He noted the public deadline for interested parties to purchase the plant is September 1, 2021.

Mayor Calvin noted four new firefighters have recently passed their state certification test.

The upcoming Committee meetings will be as follows: Public Works/Safety Committee – Thursday, February 18th at 4:30 p.m.; Finance Committee –Thursday, February 18th at 5:45 p.m.; Community Development Committee – no meeting scheduled at this time; and Labor Relations Committee – no meeting scheduled at this time.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 8:02 p.m.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2021-033
APPROVING CONSENT AGENDA ITEMS

Motion By: Fagerlie

Second By: Asmus

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all Consent Agenda items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that all Consent Items of the February 16, 2021 City Council meeting be approved as presented.

Dated this 16th day of February, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-034
APPROVING PUBLIC WORKS/SAFETY COMMITTEE ITEMS

Motion By: Plowman

Second By: Asmus

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that all the resolutions of the February 4, 2021 Public Works/Safety Committee meeting be approved as presented.

Dated this 16th day of February, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-035

A RESOLUTION ACCEPTING PROJECT NO. 2001-E AND AUTHORIZING FINAL PAYMENT.

Motion By: Plowman Second By: Asmus

IMPROVEMENT: Project No. 2001-E – Sanitary Sewer Project

CONTRACTOR:	Land Pride Construction, LLC
DATE OF CONTRACT:	May 4, 2020
BEGIN WORK:	July 7, 2020
COMPLETE WORK:	August 1, 2020
APPROVE, ENGINEERING DEPT:	October 6, 2020

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 2001-E be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$244,577.00
CHANGE ORDER NO. 1	\$18,824.20
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$263,401.20
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$260,596.36
Less Previous Payments	\$248,187.00
FINAL PAYMENT DUE CONTRACTOR:	\$12,409.36

Dated this 16th day of February, 2021

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2021-036

**A RESOLUTION APPROVING THE PURCHASE OF TWO INTERNATIONAL TRUCKS WITH SNOW
REMOVAL EQUIPMENT IN THE AMOUNT OF \$389,138.**

Motion By: Plowman

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of two International HV507 dump trucks from North Central International is accepted through State Contract No. 173556 in the amount of \$199,954 and snow removal equipment from Towmaster, Inc. through State Contract No. 167105 in the amount of \$189,184 and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreements with the bidders. for the terms and consideration of the contract in the total amount of \$389,138.

Dated this 16th day of February, 2021

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2021-037

**AUTHORIZATION APPROVING THE PURCHASE OF A 2021 CHEVROLET SILVERADO PICKUP FROM
SCHWIETERS CHEVROLET OF WILLMAR FOR THE AMOUNT OF \$33,039.00 PLUS TAX AND TITLE AND
ADDITIONAL EQUIPMENT NOT TO EXCEED THE AMOUNT OF \$20,000.00.**

Motion By: Plowman

Second By: Asmus

BE IT RESOLVED, by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2021 Chevrolet Silverado pickup from Schwieters Chevrolet of Willmar, Minnesota with tax and license added at a later date, for the amount of \$33,039.00 plus tax and title and additional equipment not to exceed the amount of \$20,000.00.

Dated this 16th day of February, 2021.

/s/ Marv Calvin
MAYOR

ATTEST:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-038

AUTHORIZE PLANNING COMMISSION TO FORM THE COMPREHENSIVE PLAN WORK GROUP FOR THE DEVELOPMENT OF WILLMAR'S 2040 COMPREHENSIVE PLAN

Motion By: Fagerlie

Second By: Asmus

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that the Planning Commission is authorized to form the Comprehensive Plan Work Group for the development of Willmar's 2040 Comprehensive Plan.

Dated this 16th day of February, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-039

APPROVE JOB DESCRIPTION AND FUNDING FOR FORENSIC ANALYST POSITION IN 2021

Motion By: O'Brien

Second By: Davis

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that the job description and funding for the Forensic Analyst Position be approved for year 2021.

Dated this 16th day of February, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-040

APPROVE CITY ADMINISTRATOR SEARCH BROCHURE

Motion By: Plowman

Second By: Ask

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, the brochure developed by Baker Tilly for the City Administrator Search be hereby approved.

Dated this 16th day of February, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK